

The City Clerk's department provides service to the public by dispersing official documents and information relative to the operation of City government in a prompt, courteous, unbiased and responsible manner. We are aware on a daily basis that our office serves as the citizens' first level liaison to their City government. The City Clerk is apolitical and impartial. Further, we value team effort and strive to fulfill requests for support through effective and efficient records management.

Services Provided

The City Clerk's Department maintains accurate records and legislative history of the City of Covina, provides safe keeping and storage of official City records, and other duties listed here:

- City Council and Covina Redevelopment Agency [Agendas and Minutes](#)
- [Public Records Requests](#)
- Recruitment of City Council appointed [boards and commissions](#).
- [Municipal Code](#) management
- [Municipal Election](#) Services
- [Passports](#) - by appointment, (626) 384-5430.

Office Location & Hours

Covina City Hall
125 E. College Street
Covina, CA 91723
Telephone: (626) 384-5430

Monday - Thursday, 7 am - 6 pm
Passport applications by appointment.